



DEPARTMENT OF THE NAVY  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
WASHINGTON, DC 20350-2000

IN REPLY REFER TO

4000  
Ser N12/2U0321  
13 November 2002

From: Director, Total Force Programming and Manpower Division (OPNAV N12)  
To: Distribution

Subj: 2002 INHERENTLY GOVERNMENTAL AND COMMERCIAL ACTIVITY  
INVENTORY

Ref: (a) CNO (N12) ltr 5310 Ser N12/2U0062 of 4 Mar 2002

Encl: (1) FY2002 Navy IG&CA Inventory Supplemental Guidance  
(2) FY2002 Navy IG&CA Inventory Functions  
(3) FY2002 Navy IG&CA Inventory Manpower Mix Criteria  
(4) FY2002 Navy IG&CA Inventory Strategic Sourcing Code  
(5) FY2002 Navy IG&CA Inventory Tracking Codes  
(6) DoD FY2002 FAIR Criteria Code Crosswalk

1. An Inherently Governmental and Commercial Activity (IG&CA) manpower inventory must be submitted annually to DoD to comply with OMB requirements and the Federal Activities Inventory Reform (FAIR) Act. In prior years the Navy performed this inventory in an off line effort, combining information from the Total Force Manpower Management System (TFMMS) for the military authorizations and from Defense Civilian Personnel Data System (DCPDS) for civilian information. Reference (a) directed that civilian funded requirements be entered in TFMMS. Therefore TFMMS will be used as the single source to provide the information for the Navy's FY 2002 IG&CA inventory submission and for future inventory submissions. Although the deadline for entry of funded civilian requirements into TFMMS was 30 September 2002, some claimants have not yet completed this initiative. In order to extract the appropriate information for the submission, all funded requirements (military and civilian) must be in TFMMS with IG&CA function and manpower mix criteria codes no later than 2 December 2002.

2. General guidance for preparing this annual update to the inventory was developed with claimant representative input. This guidance includes a complete set of the function and revised manpower mix criteria coding protocols. These supplemental reporting requirements can be found in enclosures (1) through (6) provided in electronic format. Note that the revised Manpower Mix Criteria Codes will not go effective until 15 December 2002. These enclosures are posted to the strategic sourcing web site (<http://help.n4.hq.navy.mil>).

3. A timeline for the IG&CA inventory submission process was developed at the IG&CA inventory working group on 9 and 10 October 2002 and can be found in enclosure 1.

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4. Please ensure all reporting activities adhere rigorously to the reporting format and technical instructions provided. If there are questions or concerns, please contact either John Graveen at (703) 695-0120, DSN 225-0120, e-mail: graveen.john@hq.navy.mil or Dale Sigman at (703) 695-3554, DSN 225-3554, e-mail: sigman.dale@hq.navy.mil.



R. J. COX

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